



## New Jersey Department of Children and Families Policy Manual

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Volume:	I	Office of Education	
Chapter:	A	Office of Education	
Subchapter:	1	Office of Education	
Issuance:	28	<b>Evaluation of SFEA Staff</b>	Revised:

**SUBJECT:** Evaluation of Tenured and Non-tenured Administrative, Supervisory and Instructional Staff Within the Department of Human Services

**AUTHORITY:** N.J.S.A. 18A:60-1, 1.1  
N.J.S.A. 18A:7B et seq  
N.J.S.A. 11A:6-28  
N.J.A.C. 10:11  
N.J.A.C. 6:24  
N.J.A.C. 6:3-1.19, 1.20, 1.21  
N.J.A.C. 4A:1-1

**EFFECTIVE DATE:** February, 1991

Consistent with P.L. 1979 c.207 and under the authority of P.L. 1986 c.158, the supervision and evaluation of the Department of Human Services administrative or supervisory educational staff shall be the responsibility of the Director, Office of Education, or his or her appropriately qualified designee, in conjunction with the appointing authority of each state facility. The supervision and evaluation of all other Department of Human Services instructional staff shall be conducted by educationally certified supervisors employed in an educational capacity within the Department of Human Services.

To implement this mandate, the Office of Education developed the attached policy to supplement the process of performance assessment for all instructional staff within the Department of Human Services.

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DEPARTMENT OF HUMAN SERVICES  
OFFICE OF EDUCATION

SUBJECT: Procedure for Evaluating Tenured and Non-Tenured Supervisory Staff  
Within the Department of Human Services

EFFECTIVE DATE: February, 1991

A. Objective

Establish the Department of Human Services (DHS), Office of Education's (OOE) procedures for the assessment of job performance of tenured and non-tenured educationally certified instructional staff in state facilities.

Purpose:

1. To provide a framework/guideline for reviewing the performance of tenured and non-tenured Supervisors of Educational Programs (SEP) within DHS.
2. To promote the professional excellence of the SEP within DHS.
3. To promote quality educational services for pupils within DHS.

B. Standard

1. The evaluation of the SEP at DHS' facilities will be the responsibility of the Director, OOE, or his/her designee (Designee) in concert with the appointing authority.
2. Evaluations of the SEP within DHS will be in accordance with the established Performance Assessment Review (PAR) system.
3. The PAR system, as it applies to a non-tenured SEP, will consist of a minimum of three observations/conferences during the rating period.
4. The PAR, as it applies to a tenured SEP, will consist of a minimum of two observations/conferences annually.
5. A tenured or non-tenured SEP will have the right to submit, within ten calendar days, his/her written comments in response to his/her PAR evaluation. Such comments will be attached to each party's copy of the PAR.
6. The Director, OOE, will serve as co-reviewer with the appropriate authority at each facility.

### C. Procedures

1. The Designee, in conjunction with the SEP's immediate supervisor, will establish a schedule to implement the SEP's evaluation process in compliance with the PAR system.

2. The Assessment of Professional Development Instrument (Attachment 1) will be provided by the Designee for discussion when developing and reviewing the SEP's PAR.

3. Using form DPD 510 (Rev. 6/87), the Designee will provide assistance to develop the tenured or non-tenured SEP's PAR relative to those job assignments for which tenure is appropriate.

4. The initial observation by the Designee will occur during the first quarter of the non-tenured SEP's employment year for each job assignment for which tenure is appropriate. This review will be recorded on the fact sheet of the PAR form, signed and dated by the Designee and the SEP.

5. Subsequent observations will occur during the second and third quarters of each employment year. These reviews will be recorded in sections 2 and 3 of the PAR form, respectively. At the conclusion of the third observation, the Designee will document his/her final recommendations.

6. The initial observation by the Designee for the tenured SEP will occur subsequent to the initial development of the PAR.

7. The SEP's Individual Assessment of Professional Development Instrument will be completed by the Designee at the time of the observation.

8. Each observation will be followed by a conference between the Designee and the SEP. The conference will be held within a reasonable period of time, but in no instance more than 15 calendar days following the observation. During the conference the Designee and the SEP shall prepare, as necessary, an Improvement and/or Development Plan relative to the findings of the PAR observation and/or the future professional growth and development of the SEP.

9. Disagreement between the Designee and the SEP or the Designee and the immediate supervisor, which results in impasse with regard to the findings of the observation and/or the PAR rating, may be redressed through the existing remedies established in the PAR system.

10. Based on the final PAR rating, recommendations relevant to the employment status of the non-tenured SEP for the following year will be reviewed by the Director, OOE.

#### D. Glossary of Terms

1. Supervisory or Administrative Staff - A member of the staff of any DHS facility or the OOE holding a position or employment that requires him/her to hold a valid and effective administrative certificate, issued by the State Board of Examiners, appropriate to his/her assignment as determined by the Director, OOE.
2. Evaluation - A process whereby an unclassified professional staff member of the educational program is observed by an educationally certified evaluator for the purpose of reviewing his/her job performance.
3. Improvement/Developmental Plan - A written statement of actions developed jointly by the certified evaluator and the ratee for the express purpose of correcting deficiencies or continuing professional growth. It contains specific responsibilities and target dates for implementation and/or completion.
4. Assessment of Professional Development Instrument (Attachment 1) - An evaluation tool which provides a guideline/framework when rating the SEP's overall job performance. The evaluation tool will coincide with the SEP's PAR.

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DEPARTMENT OF HUMAN SERVICES  
OFFICE OF EDUCATION

SUBJECT: Procedures for Evaluating Tenured and Non-Tenured Instructional Staff  
Within the Department of Human Services

EFFECTIVE DATE: February, 1991

A. Objective

Establish the Department of Human Services (DHS), Office of Education's (OOE) procedures for the assessment of job performance of tenured and non-tenured instructional staff in state facilities.

Purpose:

1. To provide a framework/guideline for reviewing the performance of tenured and non-tenured instructional staff within DHS.
2. To promote the professional excellence of the instructional staff within DHS.
3. To promote quality educational services for pupils within DHS.

B. Standard

1. The evaluation of all instructional staff members will be the responsibility of the Supervisor of Educational Programs (SEP) at each DHS facility.
2. Evaluation of instructional staff members within DHS will be conducted in accordance with the established Performance Assessment Review (PAR) system.
3. The PAR, as it applies to non-tenured instructional staff, will consist of a minimum of three observations/conferences annually for the duration of at least one class or lesson period.
4. The PAR, as it applies to tenured instructional staff, will consist of a minimum of two observations/conferences annually, each consisting of a duration of at least one class period or lesson period.
5. The instructional staff member will be observed through visitation to his/her classroom or work station by an appropriately certified supervisor.

6. Tenured or non-tenured instructional staff members will have the right to submit, within ten calendar days, his/her written comments in response to his/ her evaluation. Such comments will be attached to each party's copy of the PAR.

### C. Procedures

1. The appropriately certified SEP or his/her designee at each DHS' facility will evaluate each instructional staff member in accordance with the PAR system.

2. The Individual Assessment for Professional Development of Teachers (Attachment 2) guidelines will be provided by the Director, OOE, or his/her designee to the SEP for discussion and subsequent inclusion in the instructional staff member's PAR.

3. The initial observation of a non-tenured instructional staff member will occur during the first quarter of his/her employment year. This review will be recorded on the fact sheet of the PAR form and signed and dated by the rater and ratee.

4. Subsequent observations will occur during the second and third quarters of each employment year. The reviews will be recorded in sections two and three of the PAR form, respectively. At the conclusion of the third observation of the non-tenured instructional staff member, the SEP will document the annual final rating.

5. The initial observation of a tenured instructional staff member will occur subsequent to the development of the PAR, in compliance with the PAR system.

6. Each observation shall be followed by a conference between the SEP and the instructional staff member. The conference will be held within a reasonable period of time, but in no instance more than 15 calendar days following the observation. Each party will sign the PAR at the time of this conference and retain a copy for his/her record.

7. At the conclusion of each observation and evaluation, the SEP and the instructional staff member shall prepare, as necessary, an Improvement and/or Development Plan in accordance with the results of the observation/conference.

8. The SEP will complete the Annual Assessment Review Report (Attachment 3) on each instructional staff member and forward same to the Director, OOE, at the end of the annual rating period.

9. Based on the final rating, the SEP will make recommendations to the Director, OOE, regarding the employment status of the non-tenured instructional staff member for the next year.

#### D. Glossary of Terms

1. Instructional Staff Member - A member of the professional educational staff at any DHS facility whose qualifications require him/her to hold a valid and effective instructional or educational services certificate issued by the State Board of Examiners, appropriate to his/her instructional assignment, as determined by the Director, OOE.

2. Evaluation - A process whereby an unclassified professional staff member of an education program is observed by an educationally certified evaluator for the purpose of reviewing his/her job performance.

3. Improvement/Development Plan - A written statement of actions developed jointly by the certified evaluator and the ratee for the express purpose of correcting deficiencies or continuing professional growth. It contains specific responsibilities and target dates for implementation and or completion.

4. Individual Assessment for Professional Development of Teachers (Attachment 2) - An evaluation tool which provides a guideline/frame-work when rating the instructional staff member's job performance. The evaluation tool will coincide with the instructional staff member's PAR.

5. Annual Assessment Review Report (Attachment 3) - A form used by SEP to report to the Director, OOE, on each instructional staff member at the end of the rating period. In addition to the final rating, the SEP will make a recommendation regarding the employment status of the non-tenured instructional staff member for the next year.

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